

CAP COMMUNITY SERVICE PROGRAM

Creating a Win-Win for State Agencies, Not-for-Profits, and Temporary Assistance (TA) Recipients



What is the Community Service Program?

The Community Service Program is a structured volunteer activity that provides Temporary Assistance (TA) (cash welfare) recipients the opportunity to gain soft skills and valuable work experience.

Where can Community Service Program participants volunteer?

Participants may volunteer at any public or not-for-profit employer that is subject to FLSA.

How can an agency or not-for-profit become a worksite?

Potential worksites must apply to the local CAP service provider for their area and complete a "CAP Community Service Worksite Agreement" listing all available positions.

Where are the listings of CAP Service Providers located?

A complete listing of CAP Service Provider locations for the regions and the state can be obtained on the WorkSmart Missouri website at <https://worksmart.ded.mo.gov> by clicking on Services/Programs, CAP/TANF, and CAP Location Listings.

Who supervises the volunteer?

The person/entity that "controls and directs" the day-to-day tasks of the volunteer must provide daily supervision for the volunteer, as with any other employee.

Can the worksite pay the volunteer if they are doing a really good job?

No. The volunteers perform work up to the amount of their grants divided by minimum wage and are not allowed to receive other wages for the volunteer position. However, the program is designed to lead to self-sufficiency. Therefore, if there is a volunteer the worksite would like to employ, normal hiring procedures should be followed.

How long will the volunteer work at the worksite?

TA recipients can only participate in the program until they have gained the skills necessary to be in other activities. Assignments may range from 30-90 days and can be extended in certain circumstances.

What types of jobs can a volunteer do?

Volunteers may be placed in a variety of jobs. For example, placements may include:

- ✓ Clerical functions
- ✓ General maintenance or custodial
- ✓ Data entry
- ✓ Distribution or delivery services such as mailroom
- ✓ Reception
- ✓ Customer service
- ✓ Grounds or housekeeping



Demeaning or "make-work" jobs are not acceptable as placements.



What are the Community Service Program stipulations?

- Community Service participants must be covered by Worker's Compensation or other workplace insurance.
 - For most state agencies (i.e. Family Support Division, Division of Employment Security, etc.), the participant is covered under the State of Missouri's self-insured status.
 - For all other public or not-for-profit entities that do not carry coverage on volunteers and are not willing to obtain coverage, coverage must be provided by the CAP service provider.
- The volunteer positions cannot:
 - Replace a paid employee; and/or
 - Result in a layoff of a regular employee.
- The volunteer positions cannot:
 - Be filled by a full-time paid employee.
- The Community Service participant's available hours will vary from month to month based on the amount of their grants. Therefore, the worksite must be flexible.



The Community Service Program is creating a win-win for TA recipients and worksites because: it allows TA recipients to gain the soft skills necessary to participate in other activities and ultimately become self-sufficient; and enables employers to utilize additional human resources to complete tasks that may not have otherwise been achievable.